

San Jose's Office of the City Auditor is seeking motivated candidates to conduct performance audits of City programs.

Job Description

The City Auditor's Office in San Jose leads the way in providing independent, objective information to San Jose's residents and City Council. Program Performance Auditors assess risk and inefficiency in City programs through performance audits. Subject areas cover the full spectrum of City activities, including but not limited to police and fire operations, libraries, parks, housing and urban development, retirement administration, performance management, financial management, and utility services. This is a challenging career that provides the potential for making a difference in improving City operations. In the City of San Jose, Program Performance Auditors:

- Analyze complex operations, financial and organizational issues, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
- Collect, evaluate and interpret myriad data, either in statistical or narrative form.
- Assess risk and evaluate internal controls designed to mitigate those risks.
- Research, understand, interpret and apply federal, state and local laws, regulations and court decisions
- Write clearly, concisely and convincingly; summarize complex ideas and data; prepare presentations including appropriate graphic displays.
- Establish and maintain effective working relationships with City managers, City officials, representatives of other governmental agencies and others encountered in the course of work.
- Should be comfortable working in a wide variety of settings and with new and often complex government operations.

Interested candidates should send a resume and cover letter to:

Brad Handshy, Executive Assistant to the City Auditor

Via Postal Service: Office of the City Auditor, 200 E. Santa Clara Street, San Jose, CA 95113

Via E-mail: brad.handshy@sanjoseca.gov

Minimum Qualifications:

- Bachelor's Degree

Preferred Qualifications:

- A master's degree in public policy or public administration.
- Strong interpersonal, analytical, writing, creative problem-solving, and leadership skills. Able to work both in teams and independently as needed.
- Direct experience working in performance auditing, finance, management, or operations.
- Experience and interest in working in the public sector.
- Professional certification or willingness to obtain one or more of the following: Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP), Certified Fraud Examiner (CFE), Certified Information Systems Auditor (CISA), Certified Government Financial Manager (CGFM), or Certified Public Accountant (CPA).

Salaries and Benefits

Annual salary and placement commensurate with experience:

Program Performance Auditor I:	\$57,158 to \$75,292
Program Performance Auditor II:	\$67,783 to \$89,292
Senior Performance Auditor:	\$83,181 to \$109,543

We offer comprehensive health benefit and retirement packages and generous leave offerings including four weeks paid annual leave, additional paid sick leave, and 14 paid City holidays. This position is part of the City's unclassified management unit which provides professional development funds.